

Social Media and Mobile Phone Agreement for Students & Parents/Carers

Social media is an integral part of many people's lives. The use of the Internet opens up fantastic educational opportunities and experiences. The Internet and all of its services can now be accessed via an ever-increasing number of devices, meaning that 24-7 access is now a reality. However, as the Internet and social media open up a whole new world of learning, opportunities and experiences, its use also opens up some risks.

'Social media' is the term commonly used for websites which allow people to interact with each other in some way – by sharing information, opinions, knowledge and interests. Social networking websites such as Facebook, Twitter, Snapchat, Instagram, YouTube and LinkedIn are perhaps the most well-known examples of social media but the term also covers other web based services where people interact such as blogs, video and audio podcasts, wikis, message boards, photo document and video sharing websites.

As a general rule, all members of the CODA community are expected to be as courteous and respectful online as they are off it. The school has issued its own Social Networking Policy to staff and advice for parents and students is below:

Guidelines for students:

- Passwords and other login information must be confidential at all times and kept in a safe place.
- Students are expected to comply with terms and conditions of use (including age restrictions) as agreed when they sign up to Facebook, Twitter, Snapchat, Instagram, or any of the other social media platforms.
- Students are advised to ensure privacy settings of their personal social media accounts/profiles are limited to 'friends'.
- Do not post photos of or tag other students without their permission.
- Do not engage in any abusive, threatening or unkind behaviour.
- Do not make threats or use threatening language of any form.
- Under no circumstances should negative comments be made about staff, parents or other students.
- Your online behaviour should reflect the same standards of honesty, respect and consideration that you use face-to-face.
- Be respectful of the opinions of others in your posts or comments.

- If you see a comment, message, image or anything else online that concerns you, report it to a parent or member of staff as soon as you are able.
- Do not take credit for things you did not produce or misrepresent yourself as the author or creator of something found online. Research conducted via the Internet should be appropriately referenced, giving credit to the original author.
- Keep in mind that employers and university admissions officers routinely conduct online searches for information on potential recruits. Do not post anything that reflects badly on yourself as it could have serious repercussions years later if found as part of a search. Aim to cultivate a positive digital footprint.

Guidelines for parents:

- The school may monitor activity on social media platforms. However, it is not responsible for improper use of social media by students.
- It is the responsibility of parents/carers to monitor their child's activities on social media.
- Do not use profanity or engage in any abusive, threatening or bullying behaviour.
- Under no circumstances should negative comments be made about students, staff or other parents.
- Be respectful to the opinions of others in your posts or comments.
- Do not upload any images or videos taken at school events to social media sites.
- If there are any issues/concerns about any activities at school, please contact the school by telephone or email for further investigation/explanation. We do not routinely reply to postings on social media.

What to do if you have concerns:

As a user of a social networking site, whether you are a child or an adult, you may at some time have a concern about what you are seeing or being told about by another user. The nature of these concerns may vary but should these concerns be connected to CODA, please contact:

- Mr R Meehan - Deputy Headteacher, Designated Safeguarding Lead (DSL)
- Any member of the safeguarding team
- Form tutor
- Head or Deputy Head of Year

Alternatively, depending on the nature of your concerns, you could contact one of the following organisations:

- The Child Exploitation and Online Protection Centre (CEOP): www.ceop.police.uk. Report to CEOP when someone has acted inappropriately towards a young person online. It may be a request for a sexual chat, someone insisting on meeting up or just something that makes a young person feel uncomfortable.
- The Internet Watch Foundation (IWF): <https://www.iwf.org.uk/report>. Report to the IWF if you have inadvertently stumbled across potentially illegal content such as images of child sexual abuse, criminally obscene material or anything that incites racial hatred.
- ChildLine: <http://www.childline.org.uk/Pages/Home.aspx> or Freephone 0800 1111. Using this website/phone service, children can talk confidentially to NSPCC advisors online about any issues or problems they may be experiencing.
- NSPCC: <http://www.nspcc.org.uk/> or telephone 0808 800 5000. For adults concerned about the welfare of a child.
- The local Police or children's services.

Use of Mobile phones at CODA:

- Mobile phones must be switched off during lessons unless being used with the permission of staff for an educational activity; having a phone on 'silent' is not acceptable.
- Phones should never be used to capture electronic images or videos of other students or staff.
- Mobile phones should always be handed to a member of staff when requested.
- Mobile phones should not be taken into any exam room.

If these rules are not followed the mobile phone will be confiscated, labelled and taken to Student Services where it will be locked in the school safe ready for collection at 3.00pm by the student. During each term if students are seen using a mobile phone (without permission) on more than three occasions it will be placed in the safe for collection by a parent/carer.

Please note Student Services is open between 08:30am – 16:00pm.

Incidents arising: Any issues arising from, or breaches of, this advice will be dealt with using the whole school Behaviour for Learning Policy.